



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Motiva

Welcome!

Congratulations on joining Ariba® Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with Motiva, please follow the steps below:

1

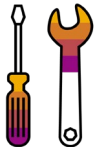


Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

2



Review the specifics of transacting with Motiva

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using Ariba® Network!

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SCOPE OF MOTIVA'S PROJECT

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available and considered optional.

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship
<p>Purchase Orders (PO) Orders from your customer sent through Ariba Network</p> <ul style="list-style-type: none"> • Goods • Services <ul style="list-style-type: none"> ○ Planned – defined service quantity/price ○ Unplanned – undefined service quantity/price • Blanket Purchase Order (BPO) <p>Purchase Order Confirmations (OC) Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.</p> <p>Ship Notices (ASN) Advice to your customer on what has been shipped and delivery date.</p> <p>Service Sheets (SES) Pre invoice validation/approval of services and service delivery times.</p> <p>Invoices Your company's tax invoice for goods/services delivered.</p> <ul style="list-style-type: none"> • Partial Invoices for invoicing only a part of the PO • Blanket Purchase Order (BPO) invoices • Service Invoices <p>Credit Invoices/Credit Memos Item level credits; price/quantity adjustments</p> <p>Header Level Credit Memos This feature is supported by your customer</p> <p>Remittance Advices Informational documents advising which Invoices have been paid and the amounts, so it can be used for reconciliation purposes.</p>	<p>Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card</p> <p>Summary or Consolidated Invoices Apply against multiple Pos</p> <p>Other Invoices</p> <ul style="list-style-type: none"> • Non-PO Invoices (or PO not received through AN) • Contract Invoices <p>Goods Receipt Notices Informational documents advising the correct receipt of goods by your customer.</p>

SETTING UP YOUR ACCOUNT

This section covers what the minimum set up requirements are in your Ariba Network account to transact successfully.

Please make sure you complete the following chapters of the *Account Administration* section on the Supplier Training Page.

- Complete your Company Profile
- Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing method and Notifications
- Configure Electronic Invoice Notifications, including Tax Details
- Configure your Remittance Information and payment methods
 - You are required to provide a Remit-To Address on all invoices.
 - You are required to provide a Remittance ID for all Remit-To Addresses.
- Set up a test account (**only** if you are publishing an electronic catalog or starting an integration project)

TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with Motiva on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

Specific customizations for PO CONFIRMATIONS

- PO Confirmations are supported but not mandatory.
- You may send order confirmations for material and service orders at the header or line-item level.

Specific customizations for SERVICE SHEETS

- Service Sheets are supported but not mandatory.
- Service Entry Sheets will be automatically created after submitting an invoice on a service order. The sheet can be found in your workbench.

Specific customizations for SHIP NOTICES

- Ship Notices are supported but not mandatory.
- You are required to provide an actual or estimated shipping date on ship notices.

Specific customizations for INVOICES

Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- Invoicing through Ariba Network is required.
- A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN
- Motiva will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network
- You are required to provide a Remit-To address on all invoices.
- You must provide a Remittance ID for all remittance addresses when transacting with Motiva.
- You may future date your invoices by up to 30 days.
- You are required to enter taxes at the line-item level only.
- You may create a credit memo at the header or line-item level for quantity and price adjustments.
- You must provide a reason for every credit memo.

HELP & SUPPORT

- The **Help Center** is located within your account and used to access documentation, FAQs and tutorials. If you have an Enterprise account, you can create a service request via the Help Center. Once the request is submitted, a member of customer support will contact you via your preferred method, phone or live chat.
- Learn how to set up and operate your supplier account on our detailed [Supplier Training Page](#)
- For general support information go to [SAP Help Portal](#)

For assistance regarding business processes, please contact Motiva project team at the following email address: motiva-supplier-enablement@motiva.com.

www.sap.com/contactsap

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